Substitution Guidelines:

Use this transaction (IT 2003) to record a temporary change to an employee's work schedule.

A substitution must be created if it is necessary to reduce the number of automatic holiday hours an employee will be paid. This is required when:

1) an employee can't be paid for as many holiday hours as scheduled to work on the holiday date. For example, they are scheduled for 10 hours and the agency requires that 2 hours on that holiday date be coded as LA.

2) an employee is routinely scheduled to work > 80 hours and the absence will fall on their last scheduled day to work for that period (WSAD hours must replace some of the holiday hours).

3) An employee must be coded with leave without pay hours on the holiday date.

Work Schedule

There are also circumstances where agencies require an employee's **work schedule** to be temporarily changed.

For example, an employee works four 10-hour days but the agency has a policy that the employee's work schedule must be changed to five 8-hour days when a holiday falls within the week. A work schedule substitution should be done to temporarily change their schedule to five 8-hour days.

Maintain Substitutions

1. Complete the following field: **Personnel number**

2. Select the **Working times** tab and then click on the box to the left of the **Substitutions** infotype OR you can enter code **2003** in the **Infotype** field in the **Direct selection** area of the screen.

3. Click [ ] to continue.

4. When on the SUBSTITUTION screen, complete the following fields:

   From   Enter the first date of the substitution period.

To	Enter the last date of the substitution. If a daily substitution, the FROM and TO date must be the same.
Subst. type	(Substitution type) Select the type of substitution you wish to create:

Code **02** if temporarily changing a **Work Schedule rule.**

Code **04** if substituting a **Daily Work Schedule.**

5. If **Subst. Type** equals **04** (Daily), complete as follows:

Daily work schedule	Click to the right of the field to access the drop down list of eligible values. Double click on the appropriate value.
Daily WS variant	Leave blank.
Day type	Leave blank **OR** enter **0** if substitution is being done to override the system's automatic Holiday routine and designate the day as a work day.

The **0** allows you to then be able to manually code the appropriate number of **LH** hours or any other absence, such as **LW**.

6. If **Subst. Type** equals **02** (Work Schedule rule), complete as follows:

ES grouping	Enter **4**.
Holiday Calen ID	Enter **S1**.
PS Grouping	Enter same value as is displayed for **DWS Grouping**.
Work Sched rule	Using drop down list of values, select the Work schedule being substituted.

7. Click [✓] . The message "Save your entries" appears.

6. Click [🖬] . The message "Record created" appears.

ISIS HR
HOLIDAY
QUICK REFERENCE CARD

Legal Holidays – The following paid state holidays are observed every year:
> *New Year's Day,*
> *Mardi Gras,*
> *Good Friday*
> *Independence Day*
> *Labor Day*
> *Veteran's Day*
> *Thanksgiving Day*
> *Christmas Day*
> *General Election Day (even years only)*

Proclaimed Holidays – The Governor will typically proclaim other holidays during the year, such as Memorial Day and Acadiana Day.

The ISIS HR Holiday calendar includes the above list of LEGAL holidays and the dates on which each will be observed.

For these dates ONLY, Holiday hours/wages are AUTOMATICALLY generated based on the employee's daily work schedule for that date unless:

1) the employee is **NOT** eligible for **HOLIDAY pay (does not earn leave), or**

2) the employee is set up as POSITIVE time status with a 24 hour /7 day work schedule.

Created: 06/01

Entry requirements for **LEGAL** Holidays:

> *If ISIS HR's automatic holiday processing will generate the CORRECT number of LH hours (using daily work schedule) AND*

EMPLOYEE observes the holiday:

NO ENTRY is required.

EMPLOYEE works on the holiday:

Enter number of hours worked with the appropriate overtime TYPE code (e.g., Z001, Z002, Z003, ZA02, ZA03, ZA04 or ZA05).

> *If ISIS HR's automatic holiday processing WILL NOT generate the correct number of LH hours (using daily work schedule) AND*

EMPLOYEE observes the holiday:

1) Create a DAILY substitution to change the holiday date to a WORKING DAY.

2) Enter appropriate number of **LH** (holiday) hours on the holiday date.

Note: If employee is scheduled to work > 80 hours for the period **AND** the holiday falls on their LAST scheduled day for the pay period, a **WSAD** (work schedule adjustment) entry is also required.

EMPLOYEE works on the holiday:

1) Create a DAILY substitution to change the holiday date to a WORKING DAY.

2) Enter appropriate number of **LH** (holiday) hours on the holiday date.

Note: If employee is scheduled to work > 80 hours for the period **AND** the holiday falls on their LAST DAY of work for the pay period, a **WSAD** (work schedule adjustment entry is also required

3) Enter number of hours worked with the appropriate overtime TYPE code (e.g., Z001, Z002, Z003, ZA02, ZA03, ZA04 or ZA05).

Entry for **LEGAL** Holidays (continued):

EMPLOYEE is on leave without pay before and after the holiday date.

1) Create a DAILY substitution to change the holiday date to a WORKING DAY.

2) Enter appropriate number of **LW** (leave without pay) hours on the holiday date.

EMPLOYEE is scheduled OFF on the holiday:

1) No automatic processing will occur.

2) Designate an alternate date for the holiday and indicate this by coding **LHDH** hours for that date.

3) If employee works on the designated holiday date, code **LHDH** hours AND **overtime hours worked** using Z001, Z002, Z003, ZA02, ZA03, ZA04 or ZA05, as appropriate.

Entry requirements for **PROCLAIMED** Holidays**:**

EMPLOYEE observes the holiday:

Enter **LH** hours on the holiday date.

EMPLOYEE works on the holiday:

1) Enter **LH** hours on the holiday date.

2) Enter number of hours worked with the appropriate overtime TYPE code (e.g., Z001, Z002, Z003, ZA02, ZA03, ZA04 or ZA05).

Note: If hours worked on the holiday are entered with a TYPE code of Z001, Z002, or Z003 WITHOUT entering the **LH** hours, non-exempt employees will be incorrectly compensated.

EMPLOYEE is scheduled OFF on the holiday:

1) Designate an alternate date for the holiday and indicate this by coding **LHDH** hours for that date.

2) If the employee works on the designated holiday date, code **LHDH** hours AND **overtime hours worked** using Z001, Z002, Z003, ZA02, ZA03, ZA04 or ZA05.

LEGAL and **PROCLAIMED** holiday entry requirements for **POSTIVE 24/7** employees:

There is NO automatic holiday processing for this group of employees for LEGAL holidays, even if the employee is eligible for HOLIDAY pay. (NOTE: The instructions below also apply to Non-leave earning employees eligible for Holiday pay).

Potential manual entries to be made by time administrators are as follows:

EMPLOYEE observes the holiday:

Enter appropriate number of **LH** hours on the holiday date.

EMPLOYEE works on the holiday:

1) Enter **LH** hours on holiday date.

2) Enter number of hours worked with the appropriate overtime TYPE code (e.g., Z001, Z002, Z003, ZA02, ZA03, ZA04 or ZA05).

Note: If hours worked on the holiday are entered with a TYPE code of Z001, Z002, or Z003 WITHOUT entering the **LH** hours, non-exempt employees will be incorrectly compensated.

EMPLOYEE is scheduled OFF on the holiday:

1) Designate an alternate date for the holiday and indicate by coding **LHDH** hours for that date.

2) If the employee works on the designated holiday date, code **LHDH** hours AND **overtime hours worked** using Z001, Z002, Z003, ZA02, ZA03, ZA04 or ZA05.

Employees coded to the following Personnel Sub Areas are **NOT** automatically paid for **HOLIDAYS**:

0400 – 1000	Non Leave Earning / WAE
1050	Board Members
1100 – 1150	Professional Contract employees
2200	Evening Instructors
2250	Non-leave earning Clients